

FORM V

regulation 42 (4).

THE REPUBLIC OF UGANDA

THE NON-GOVERNMENTAL ORGANISATIONS ACT, 2016  
TEMPLATE OF MEMORANDUM OF UNDERSTANDING

**MEMORANDUM OF UNDERSTANDING**

BETWEEN

THE LOCAL GOVERNMENT OF .....

AND

THE .....ORGANISATION

**1. Introduction**

This Memorandum of Understanding records the understandings reached between the Local Government of .....District (*insert in the name of the Local government*) and ..... Organisation (*insert in the name of the organisation*), relating to the ..... (*insert in the main activity or project*).

**2. General**

1.1 The

.....  
...

(*insert in the name of the Local government*) are working in partnership with the ..... (*insert in the name of the organisation*), to ..... (*insert in the main activity or project*). The programme is managed by..... (*insert in the name of the manager or funder*).

1.2 The Programme is based in ..... (*insert in the physical location or beneficiaries of the project or activity*).

1.3 The long term goal of the program is.....  
(*insert in the main goal or objective of the program*)

**3. Commencement**

This memorandum of understanding shall commence on the .....day of .....20..... and end on the .....day of .....20.....

**4. Variation**

Any variation to this Memorandum of Understanding will be mutually determined in writing by both parties.

**5. Agreement of the Local Government:**

The Local Government agrees to undertake the following key tasks, responsibilities:

.....

.....

.....

.....

.....

.....

.....

.....

.....

**6. Partnership between the Local Government and the NGO**

The intent of this Memorandum of Understanding is to form a strong relationship between the Local Government and the.....

Organisation (*insert in the name of the organisation*), in order to—

.....

.....

.....

.....

.....

.....

**7. Agreement of the Organisation**

The Organisation (*insert in the name of the organisation*) agrees to undertake the following key tasks, responsibilities:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**8. Termination**

The parties may terminate this Memorandum of Understanding, at any time, by mutual agreement in writing.

In the event of termination, the Organisation will take immediate steps to bring its work to a close in a prompt and orderly manner and to reduce expenditure to a minimum.

**9. Extraordinary Events**

- (a) Neither party shall be liable for any failure to perform or any delay in performing under this Memorandum of Understanding to the extent that the cause of such failure or delay is beyond that party's reasonable control, (*force majeure*), provided notice claiming suspension of its obligations is given as soon as practicable.
  
- (b) The parties may mutually determine to suspend or terminate any part, or all of the Memorandum of Understanding in the event of *force majeure*.

**10. This memorandum of understanding shall be governed by the Laws of Uganda.**

**SIGNED**

For and on behalf of the  
Organisation

.....  
*Signature*

**SIGNED**

For and on behalf of the Local  
Government

.....  
*Signature*

.....  
*Full Name*

.....  
*Position*

.....  
  
*Date*

.....  
*Full Name*

.....  
*Position*

.....  
  
*Date*

HON. (GEN) ODONGO JEJE (MP.)  
*Minister of Internal Affairs.*